



Attention State Employees!

ENG 117W - Elements of Professional Writing

Develop an effective vocabulary, style and tone, and practice using formats common to professional writing.

This UMA course will help you develop a portfolio of writing typical at work, including memos, letters, proposals and progress reports.

Credits: 3

Prerequisite: College Writing

July 6 through August 20, 2004

Monday and Wednesday
4 - 6:45 PM

Cross Building Room 107

Faculty: Nancy Schneider
Associate Professor of English

Call 1-877-862-1234 to Register

Ask for CRN #M4308